



3900 General Taylor Street, New Orleans, LA 70125
504-249-5130 | reservations@broadmoorimprovement.com
www.broadmoorimprovement.com

Broadmoor Arts & Wellness Center (AWC) 2024 Room Rental Policies & Procedures

Updated: January 2025

Welcome to the Broadmoor AWC!



The Broadmoor Arts & Wellness Center (AWC) is operated by the Broadmoor Improvement Association (BIA) and is located at 3900 General Taylor Street in the former Saint Matthias Vocational School in New Orleans. The building's regular hours of operation are Monday – Friday 10:00 am – 8:00 pm and Saturday 9:00 am – 2:00 pm.

The AWC offers rental space to local service providers that share the BIA's mission of improving the mental and physical health of individuals through holistic self-care and wellness programs. Interested organizations and individuals may rent the Multipurpose Room, or Counseling Suite Wellness Group Room by contacting the BIA via email at reservations@broadmoorimprovement.com. Bookings are accepted for a one-time rental or a short term reservation as an AWC Member or Tenant.

Room Descriptions & Rental Rates

There are 2 different community spaces available for rent at the AWC: Multipurpose Room and the Movement Studio. An elevator is located in the rear of the building and can be accessed by entering from the back parking lot shared with Blessed Trinity Church. The standard rental rate for each room begins at \$65/hour. We offer discounted pricing rates for non-profit organizations for long term recurring rentals. Practitioners who are interested in subletting a counseling office for set days of the week may also submit a request for consideration.

Multipurpose Room

The Multipurpose Room is designed for meetings, workshops, conferences, and creative arts classes. These events may include a board meeting, affinity group meeting, a fine arts class, or a photography session. Birthday and celebratory parties like wedding and baby showers may also be booked in the Multipurpose Room. Food and beverage may be served in this space which is located adjacent to the kitchen.

Multipurpose Room Highlights

\$65/hour standard rental rate (\$350 full day fee 5+ consecutive hours)

750 square feet with 2 large tables and 4 small tables, Up to 40 chairs, Whiteboard, projector with screen and a speaker and microphone (subject to availability).



Movement Studio (Available 1st QTR 2025)

The Movement Studio is ideally suited to host rehearsals, small performances, fitness classes, and general movement workshops. Furniture is strictly prohibited in order to preserve the condition of the floors. No heels, tap shoes, or shoes with black soles are allowed in the studio. Food and beverage in this space is only allowed with special permission.

Movement Studio Highlights

\$65/hour standard rental rate (\$350 full day fee 5+ consecutive hours)

774 square feet with wall mounted mirrors, VCT floor and a Bluetooth Stereo system





Rental Application Process

To submit a room rental request, contact the BIA by emailing your event information to reservations@broadmoorimprovement.com or by completing the online AWC Room Reservation process at <https://www.broadmoorimprovement.com/book-online>. Room rentals that are reserved/paid for using the online system, will be given first priority.

Submission of an emailed request does not guarantee a reservation, as rental spaces are subject to availability. Rental requests will be addressed via email correspondence within 72 business hours.

Rental Payment

- Electronic payments using our online booking system is the preferred method of payment.
- For individuals and organizations who cannot use electronic payments, One-time reservations require full payment **2 weeks** in advance of the event.
- The BIA accepts exact cash or checks written to "Broadmoor Improvement Association." Credit card or Paypal payments are processed online with a 3.5% processing fee.
- **Front desk personnel cannot process payments**
- Payment must be submitted to the lock box behind the front desk in an envelope labeled with the organization's event information and marked "Attention: AWC Rentals."
- Checks may be mailed to Broadmoor Improvement Association, 3900 General Taylor Street, New Orleans, LA 70125.
- Rentals that qualify for a discounted rate must also submit a copy of your 501c3 status letter and/or tax exemption form along with a current w9.
- Refunds will be available for 50% of the rental fee if cancellation is made at least 48. hours in advance, or the full payment can be applied towards a future booking.
- The BIA reserves the right to cancel any event due for any reason at any time.
- Rescheduling is subject to availability.

General Room Policies

- A Desk Ambassador is stationed at the front desk during programming hours to greet visitors.
- Any event outside of the regular hours of operation are subject to the BIA's discretion and require special arrangements in advance.
- Facilitators must check-in at the front desk before beginning sessions. Attendance must be recorded on a sign-in sheet provided by the front desk.
- Sign-in sheets must be returned to the front desk at the end of each session.
- The program instructor may charge participants at their own rate and is responsible for collecting those fees directly from participants.
- Events that are open to the community may be listed on the AWC Program Calendar.
- Facilitators can request promotion on BIA social media pages with advance notice.
- Facilitators may provide print materials to display on the community bulletin board.
- All signage and flyers must be submitted to the front desk for approval by the BIA.
- The Renter is not permitted to allow a third party to use the space in their place.

Set-up and Break-down

- Time for set-up and break-down is included in the reservation, and the Renter must allot for that time when booking.
- The BIA reserves the right to book reservations back-to-back, and the room must be exited in a timely manner.
- No furniture can be removed from the room or taken from other locations unless the Renter receives permission in advance.
- Any borrowed items must be returned to the common areas or front desk.
- The space must be returned to its original state, including furniture placement.
- An example of the layout is posted in the room.
- The BIA is not responsible for materials or equipment brought into the facility.
- Items may be stored upon approval, and storage is subject to space availability.
- The BIA is not responsible for any damage, loss, or theft of items.

Cleaning and Alterations

- The AWC is a shared community space, and the Renter is expected to help maintain cleanliness, including removing trash, wiping spills, and sweeping the floor.
- Food and beverages are permitted in the Multipurpose Room only. All trash must be removed to the dumpster in the back parking lot at the event's conclusion. Please do not dispose of trash in the kitchen space or common areas of the building.
- Although Renters are allowed to configure the room to best fit their needs, no permanent alterations are to be made to the space.
- Signage and decorations must be approved in advance and may only be fixed to the walls with masking tape.
- Failure to return the room to its original state will result in a \$50.00 cleaning fee. • In the event of damages caused by the event hosts and/or attendees, the Renter will be charged the cost of repairing damages to the common spaces, furniture, and equipment.



Community Safety

- The Renter is responsible for the supervision of all minors.
- Children must follow safety guidelines in the rented space and common areas of the building.
- Gatherings may not be disruptive to others using the facility, including in the hallway and common areas.
- The BIA adheres to City of New Orleans COVID-19 regulations. Mask wearing is currently optional inside the building.
- Room capacity will be limited in accordance with fire code regulations.
- Smoking is not allowed inside the building or within 25 feet of any exterior door.
- The BIA reserves the right to end the rental agreement and remove any individuals that do not adhere to the AWC policies.